

## View results

Respondent

18

Anonymous

**2086:47**

Time to complete

### Name and Purpose

#### 1. Student Organization Name \*

Please enter full name AND any acronyms.

Puente Club

#### 2. Organization Purpose \*

The Puente Club is a student-led organization dedicated to celebrating, sharing, and strengthening Hispanic culture and community. Our mission is to create a space where students of all backgrounds can come together to appreciate the richness, diversity, and history of Hispanic heritage. Whether through music, food, or art, our club highlights the contributions and stories that shape the Hispanic experience for Chabot College!

#### 3. Membership Requirements (including any additional requirements for official voting members) \*

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Officers committed to this club are required to attend weekly meetings, including additional meetings specifically for officers. For club members to receive the opportunity to vote for future events and receive benefits such as club shirts, each member must attend a minimum of 4 total meetings.

### Duties of Club President and Club Financial Officer

#### 4. Duties of Student Organization President \*

As the president of Puente Club, I will dedicate a significant portion of my time to ensuring every attending member feels welcomed and participates in each event. I will serve as the spokesperson for the club and make sure that the goals and missions are upheld and accomplished. As club President, I'll develop goals for the club and plan fundraisers or cultural activities related to its purpose. I'll maintain proper communication with my fellow officers and advisor to ensure that everyone is on the same page and fulfilling their responsibilities. I will do my very best to ensure that our club has a successful semester.

#### 5. Duties of Financial Officer \*

The financial officer will keep track of our club's budget for any events/fundraising. They will be tasked with keeping track of the expenses for all club activities, fundraisers, and events. They will also ensure that Puente Club's spending aligns with the goals and approved budget. The financial officer will also be responsible for any reimbursements that the president and advisor approve.

## 6. Does your club and any other officer positions other than President and Financial Officer \*

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

## Additional Officer #1

## 7. Name of Office #1 \*

## 8. Title of Officer #1 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

## 9. Duties of Officer #1 \*

The duties of the vice president include assisting the president in planning and carrying out meetings, events, and projects. To take over presidential duties when the president is absent. And help ensure that all officers and members are fulfilling their responsibilities. The vice presidents may also be tasked with supervising specific projects and events assigned by the president or the club, and ensuring that all events reflect the club's purpose of celebrating and promoting Hispanic culture and unity.

## 10. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

## Additional Officer #2

## 11. Name of Officer #2 \*

## 12. Title of Officer #2 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

## 13. Duties of Officer #2 \*

The duties for the ICC representative include serving as the official liaison between the club and the Inter-Club Council (ICC). To attend all ICC meetings and represent the interests, goals, and activities of the club. They will also be tasked to report back to the club about ICC discussions, upcoming events, funding opportunities, and campus-wide initiatives. I would also like our ICC representative to share club updates, events, and needs with the ICC to promote collaboration between student organizations!

14. Does your student organization have any additional officers? \*

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

### Additional Officer #3

15. Name of Officer #3 \*

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16. Title of Officer #3 \*

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Social Media Coordinator

17. Duties of Additional Officer #3 \*

For the duties of the Social Media Coordinator, I will assign them to create, post, and manage content across all of the club's social media platforms (e.g., Instagram, TikTok, etc.). I would like them to design engaging visuals, captions, and videos that promote Hispanic culture and highlight club activities. We aim to publicize upcoming meetings, cultural events, fundraisers, and collaborations. And lastly, to maintain a consistent and positive image of the club online that reflects its mission and values, it is essential to ensure ongoing engagement!

18. Does your student organization have any additional officers? \*

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

### Officer Requirements

19. Officer Selection Procedures \*

Please give a detailed description of the procedure for selecting of officers for your organization.

At the end of every Spring semester, the officer positions are passed on from one student to another, who then accepts the roles and responsibilities of that specific position. After the election period, the newly appointed officers are to create a vision, mission, and values throughout the Summer, that will make the club not only successful, but also unique among all the other clubs.

20. Office Eligibility Criteria \*

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

For a student to be eligible to apply for an officer position, each student must have a minimum of a 2.5 (or above) GPA, as well as be enrolled at Chabot College for over one year. After meeting those requirements, students interested in becoming officers must go through an election period, during which they are evaluated to determine who is more suitable for each position. The newly appointed officers are ultimately required to attend nearly every meeting and be willing to participate in any events the club attends.

**21. Officer Term \***

How long is the term for officers. Ex: end of semester, end of academic year, etc.

The roles and responsibilities of an officer position conclude at the end of every academic year.

**22. Officer Removal Process \***

Please give a detailed description of the process for removing an officer?

If ever the instance arises in which an officer should be removed for whatever reason, both the president and advisor are required to oversee the situation and decide the next step.

## Amendments

**23. Process for Amending Student Organization Constitution \***

For Puente Club, any active member of the club may propose an amendment to the constitution.

Proposed amendments must be submitted in writing to the President and/or Advisor at least one week before a scheduled general meeting. The amendment will be discussed during a general meeting to allow for member input and clarification. A two-thirds (2/3) majority vote of active members present is required to adopt the amendment.

**24. Notification of Amendments to Constitution \***

Please state how and when members of this organization will be notified of amendments to this constitution.

All members must be notified of the proposed amendment at least one meeting before the vote. The proposed changes should be made available for review through email or the club's official communication channels. (example, club's Instagram group chat, Gmail)